

# Foreign Visitor - Honoraria and Travel Reimbursement by Visa Type

This information is for Honoraria and Travel Reimbursements paid to Foreign Visitors through Accounts Payable. Do not use for employment purposes.

Visa Type	Required Forms and Documentation	Honoraria Eligibility	Travel Reimbursement Eligibility	Taxation
<b>B-1</b> Temporary Visitor for Business	<ul style="list-style-type: none"> <li>• Copy of Passport</li> <li>• Copy of Visa</li> <li>• Copy of I-94 information (printed from website)</li> <li>• Copy of Social Security Card or ITIN, if applicable</li> <li>• W-8 BEN</li> <li>• Form 8233, if applicable</li> <li>• Foreign National Information Form (FNIF)</li> <li>• Check Request Form (Pay Honoraria &amp; Travel Reimbursement - attach original receipts)</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<ul style="list-style-type: none"> <li>• Honoraria taxed at 30% (without a tax treaty)</li> </ul>
<b>B-2</b> Temporary Visitor for Tourism	<ul style="list-style-type: none"> <li>• Copy of Passport</li> <li>• Copy of Visa</li> <li>• Copy of I-94 information (printed from website)</li> <li>• Copy of Social Security Card or ITIN, if applicable</li> <li>• W-8 BEN</li> <li>• Form 8233, if applicable</li> <li>• Foreign National Information Form (FNIF)</li> <li>• Check Request Form (Pay Honoraria &amp; Travel Reimbursement - attach original receipts)</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<ul style="list-style-type: none"> <li>• Honoraria taxed at 30% (without a tax treaty)</li> </ul>
<b>CANADIAN</b> Visitors from Canada may enter the U.S. without a Visa	<ul style="list-style-type: none"> <li>• Copy of Passport</li> <li>• Copy of Visa, if available</li> <li>• Copy of I-94 (printed from website).</li> <li>• W-8 BEN</li> <li>• Form 8233</li> <li>• Foreign National Information Form (FNIF)</li> <li>• Check Request Form (Pay Honoraria &amp; Travel Reimbursement - attach original receipts)</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<ul style="list-style-type: none"> <li>• Honoraria taxed at 30% (without a tax treaty)</li> </ul>
<b>F-1</b> Student	<ul style="list-style-type: none"> <li>• Copy of Passport</li> <li>• Copy of Visa</li> <li>• Copy of I-94 (printed from website)</li> <li>• Foreign National Information Form (FNIF)</li> <li>• I-20</li> <li>• Employment Authorization Document confirming OPT status</li> <li>• Social Security Card or ITIN (required for tax treaty)</li> <li>• Form 8233, if applicable</li> <li>• Check Request Form (Travel Reimbursement - attach original receipts)</li> </ul>	<ul style="list-style-type: none"> <li>• No, cannot be paid honoraria unless authorized to work for Curricular Practical Training (CPT) on the I-20 Form or with an Employment Authorization Document (EAD) card. Unpaid services are <b>NOT</b> allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, must comply with College Policy</li> </ul>	<ul style="list-style-type: none"> <li>• If authorized to work for (CPT) on I-20, Honoraria taxed at 30% (without a tax treaty)</li> </ul>
<b>H-1B</b> Temporary Professional Worker in a Specialty Occupation	<ul style="list-style-type: none"> <li>• Copy of Passport</li> <li>• Copy of Visa</li> <li>• Copy of I-94 (printed from website)</li> <li>• Foreign National Information Form (FNIF)</li> <li>• Check Request Form (Travel Reimbursement - attach original receipts)</li> <li>• I-797 Approval Notice</li> </ul>	<ul style="list-style-type: none"> <li>• No, cannot be paid Honoraria.</li> <li>• Can only be employed by the petitioning organization through whom the Visa classification was obtained. Prohibited from receiving payments from other organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, must comply with College Policy</li> </ul>	
<b>J-1</b> Exchange Visitor	<ul style="list-style-type: none"> <li>• Copy of Passport</li> <li>• DS2019</li> <li>• Copy of Visa</li> <li>• Foreign National Information Form (FNIF)</li> <li>• Copy of I-94 (printed from website)</li> <li>• Employment Authorization Document confirming OPT status</li> <li>• Social Security Card or ITIN (required for tax treaty)</li> <li>• Form 8233, if applicable</li> <li>• Check Request Form (Travel Reimbursement - attach original receipts)</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, must provide a letter from the Visa sponsor indicating that the activity and honoraria payment is allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, must comply with College Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Honoraria taxed at 30% (without a tax treaty)</li> </ul>
<b>VW-B</b> Visa Waiver Business	<ul style="list-style-type: none"> <li>• Copy of Passport</li> <li>• Copy of Visa</li> <li>• Copy of I-94 information (printed from website)</li> <li>• Copy of Social Security Card or ITIN, if applicable</li> <li>• W-8 BEN</li> <li>• Form 8233, if applicable</li> <li>• Foreign National Information Form (FNIF)</li> <li>• Check Request Form (Pay Honoraria &amp; Travel Reimbursement - attach original receipts)</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<ul style="list-style-type: none"> <li>• Honoraria taxed at 30% (without a tax treaty)</li> </ul>
<b>VW-T</b> Visa Waiver Tourism	<ul style="list-style-type: none"> <li>• Copy of Passport</li> <li>• Copy of Visa</li> <li>• Copy of I-94 information (printed from website)</li> <li>• Copy of Social Security Card or ITIN, if applicable</li> <li>• W-8 BEN</li> <li>• Form 8233, if applicable</li> <li>• Foreign National Information Form (FNIF)</li> <li>• Check Request Form (Pay Honoraria &amp; Travel Reimbursement - attach original receipts)</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<p style="text-align: center;"><b>9/5/6 Rule</b></p> <ul style="list-style-type: none"> <li>• Yes, academic activity cannot last longer than nine days at any single institution and cannot receive payment from more than five institutions within the previous six months.</li> </ul>	<ul style="list-style-type: none"> <li>• Honoraria taxed at 30% (without a tax treaty)</li> </ul>